Briefings

DD/A 77-2195

2 2 APR 1977

MEMORANDUM FOR: Director of Security
                 Director of Training
                 Director of Personnel
                 Director of Logistics

FROM   : John F. Blake
                   Deputy Director for Administration

SUBJECT   : DDA Program - [   ]   STAT

    1. It is anticipated that [   ] will   STAT
enter on duty with the DDA in mid-May or early June of
this year. [   ] will be hired for this Directorate   STAT
at the GS-12, Step 1 level with the understanding that he
will rotate on a series of mini-assignments for approximately
three months in each of your Offices. Based on his excellent
qualifications (see attached PHS), we are hopeful that
during the period [   ] is with each Office, he will be   STAT
briefed, trained and utilized so that he is underlined challenged in
his daily endeavors. Our goal is to assign [   ]   STAT
permanently to one of your Offices.

    2. Since this is an experimental concept, we ask
that you monitor [   ] progress and make a determination   STAT
as to how he might be utilized by your Office. Ideally this
decision should be made toward the end of the interim
assignment in your Office. Although we have indicated that
the length of the detail is approximately three months, this
is an entirely flexible schedule and time may be added or
deleted as you see fit.

    3. [   ] will also be scheduled for several   STAT
internal training courses to be worked around or within
the detail periods. We have identified the following courses
as being of particular value to a new employee:

CIA Today and Tomorrow	3 days	18 - 20 October
Trends & Highlights	4 days	27-30 September 13-16 December (T)
MBO Seminar	2 days	Given On Request
EDP Orientation	3 days	To Be Scheduled
Info Science for Managers II	2 weeks	11 - 22 July 28 Nov - 9 Dec
Introduction to CIA	2 weeks	11 - 22 July 12 - 23 September
Writing Better Reports(PT)	2 weeks	5 - 15 July 1 - 12 August 3 - 14 October (T)

The DDA Training Officer will coordinate the training schedule with the Offices concerned as the dates firm up.

4. The following tentative schedule has been developed for

Office of Security	6 June - 16 September 1977
Office of Training	19 September -30 December 1977
Office of Personnel	2 January - 31 March 1978
Office of Logistics	3 April - 30 June 1978

5. If you have any questions, please call the DDA/Career Management Officer on extension

John F. Blake